

Project Assistant (Ref: 2500214)
Centre for Excellence in Learning and Teaching

The appointee will be responsible for providing administrative support to projects and programmes. Main duties include providing administrative support to the project, liaising with internal and external parties, organizing face-to-face and/or online events/functions/visits and training workshops, as well as performing any other duties assigned by the Project Leader. The appointment will be for a period of around 12 months, with the possibility of renewal subject to mutual agreement.

Applicants should have a Bachelor's degree, preferably with several years post-qualification working experience, preferably gained in tertiary institutions. Applicants with related experience in primary/secondary education sectors in Hong Kong is preferred, particularly in assisting school-based support projects offered by tertiary institutions and teaching experience in primary/secondary schools will be an advantage. They should have excellent interpersonal skills, communication skills, organizational and IT skills, and be able to work independently as a team member.

Salary will be commensurate with qualifications and experience. Fringe benefits include leave and outpatient medical benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **25 February 2025**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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